Department of Transportation (DOT)

Delphi eInvoicing System

Discoverer Viewer User Manual

Version 1

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BACKGROUND

The Department of Transportation (DOT) has implemented a program to transform and automate the grants payment process. This program will improve online invoice processing activities by having grant recipients submit invoices electronically via a new system called the Delphi eInvoicing System.

The Delphi eInvoicing System is a real-time invoicing tool that improves efficiency and data transparency by reducing the time between invoice submission and payment and by providing grant recipients with accurate invoice status reporting capabilities.

The system will be available for invoice submission and processing from 6:00am ET Monday through 9:00pm ET Saturday. System maintenance will occur between 9:00pm ET Saturday through 6:00am ET Monday.

The Discoverer Viewer database is connected to the Delphi eInvoicing System and will be used to extract data required for query, reporting, and analysis purposes.

OVERVIEW

This Discoverer Viewer manual is designed for individuals responsible for running reports from the Delphi eInvoicing System using the Discoverer Viewer database. This database contains a wealth of information that has been carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, and quality reports.

LEARNING OBJECTIVES

This manual contains basic Discoverer Viewer navigation instructions and a list of available Discoverer Viewer reports.

After reviewing this user manual, you should be able to perform the following functions:

- Log into Discoverer Viewer
- Open a Discoverer Viewer Worksheet
- Enter Search Parameters
- Export Worksheets
- Save Worksheets
- Preview and Print Worksheets

BASIC NAVIGATION INSTRUCTIONS

1.1 Logging into Discoverer Viewer

In order to log into Discoverer Viewer, you will need to access the Delphi eInvoicing System and enter a valid Delphi user ID. Next, select your Discoverer Viewer responsibility from the Navigator Home Page.

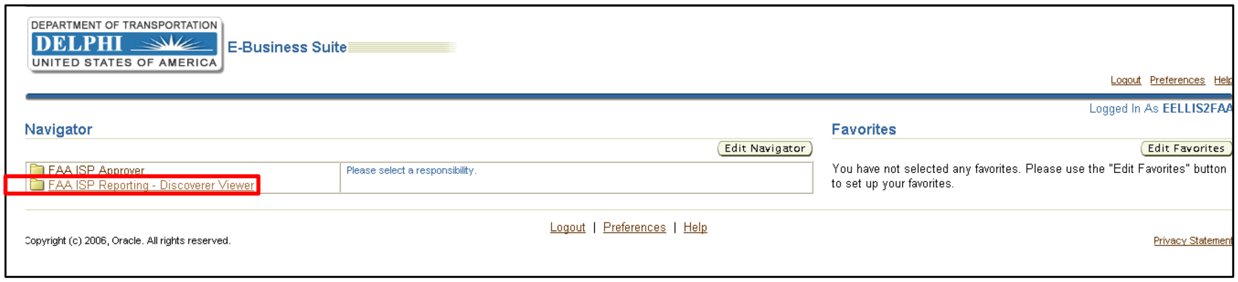


Image 1-1: Discoverer Viewer Responsibility

1.2 Opening a Discoverer Viewer Worksheet

Opening a Discoverer Viewer worksheet is required to analyze data in that worksheet. You can display one worksheet at a time, although you can create multiple Discoverer Viewer browser sessions.

To open a Discoverer Worksheet:

1. Start Discoverer Viewer. Once started, your “Worksheet List” page displays, which enables you to locate and select a worksheet to open.

2. Select the (▼) icon next to the workbook containing the worksheet you want to open to display the worksheets in that workbook (or select the **Focus** icon column next to a workbook)

3. Select the name of the worksheet you want to analyze in the **Name** column.

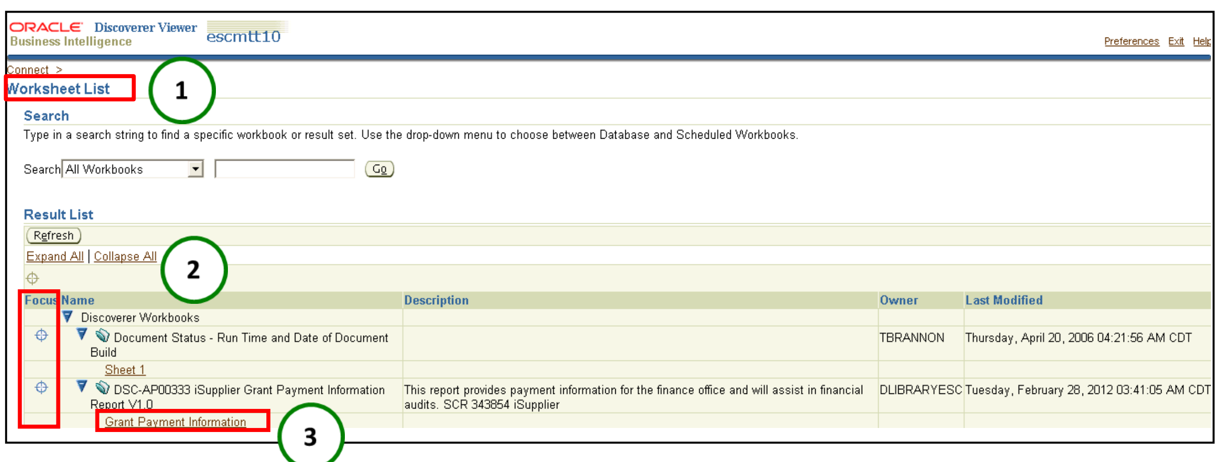


Image 1-2: Opening a Worksheet

1.3 Entering Search Parameters

After you have opened a Discoverer Viewer worksheet, you must enter the required search parameters for that particular report. **NOTE**: Search parameters will differ depending on the type of report you wish to run in Discoverer Viewer. An example of search parameters is provided below. Please note that the percent sign (%) can be used as a wildcard to search for multiple items.

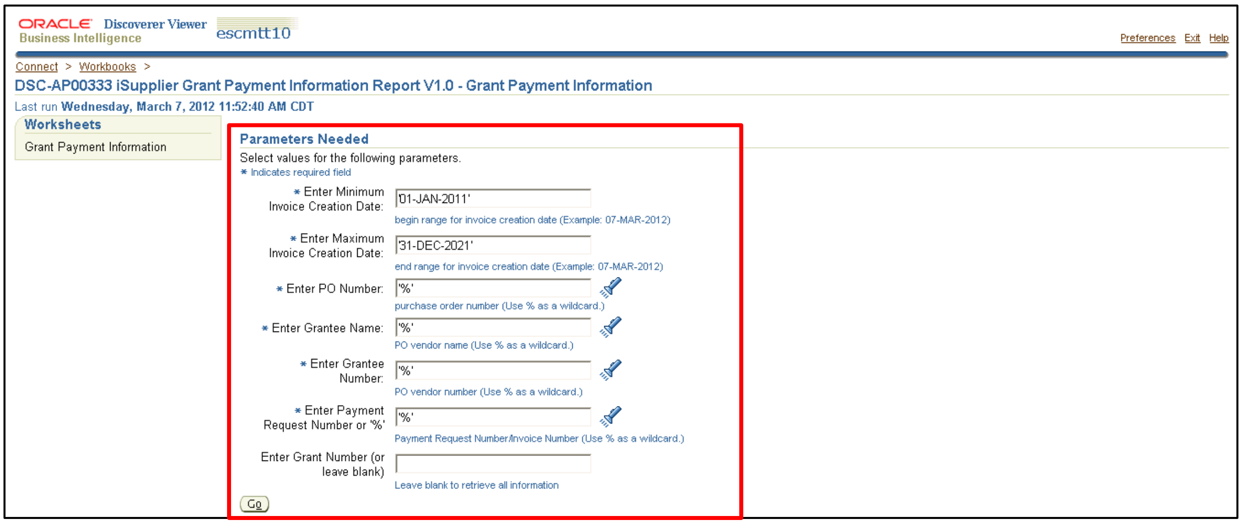


Image 1-3: Entering Search Parameters

1.4 Exporting Worksheets

Discoverer Viewer worksheets can be exported to Microsoft Excel using various file formats. The easiest and most common way to sort and view your data is to export via a Microsoft Excel .CSV file.

To export a Discoverer Viewer worksheet:

1. Display the worksheet that you want to export
2. Select the **Export** link ion the Actions area to display the "Choose export type page"
3. Select an **export type** from the drop down list and select **Export** to display the "Export Ready page"
4. Select the **Click to View** or **Save** button to display the exported file

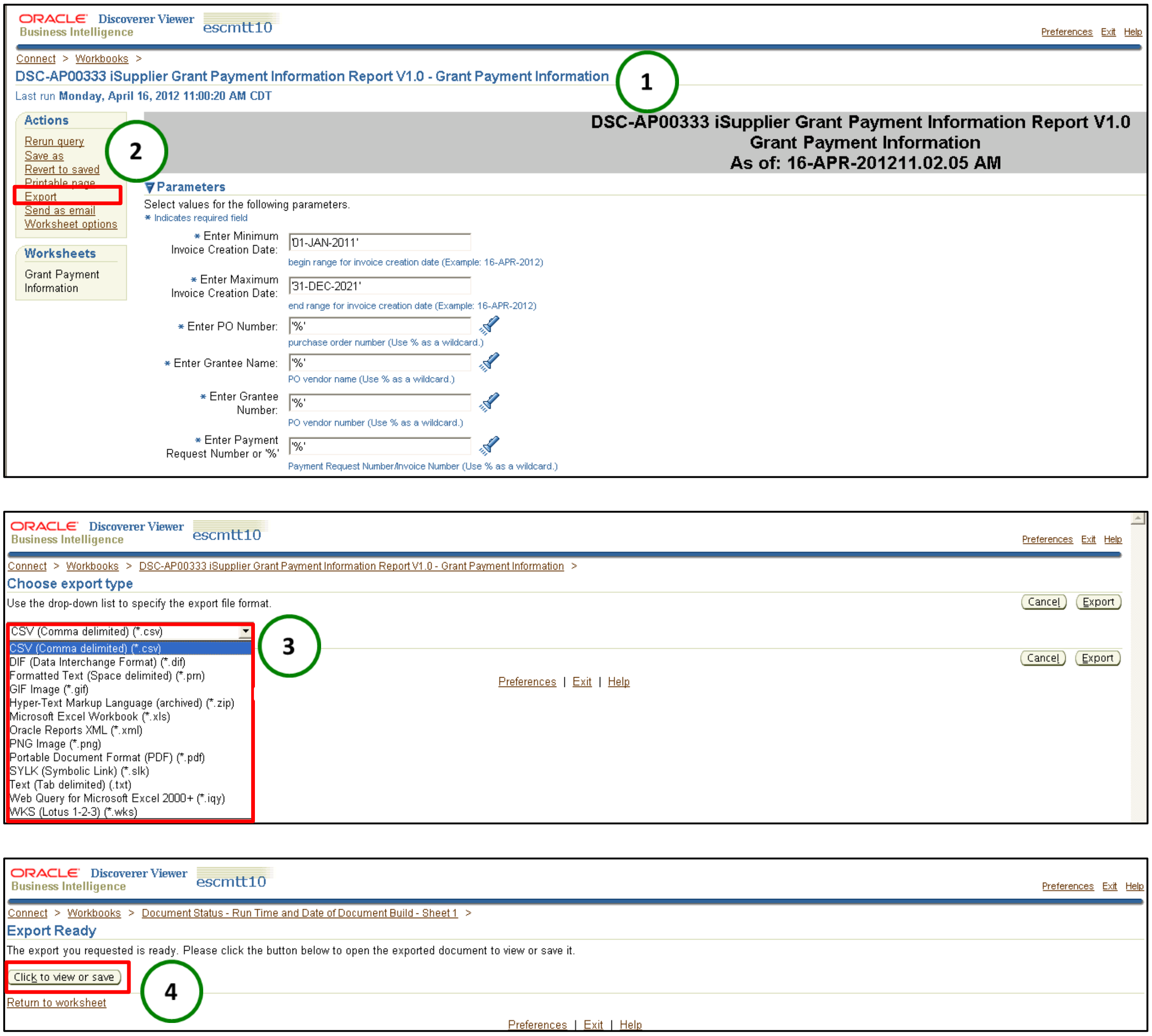


Image 1-4: Exporting Worksheets

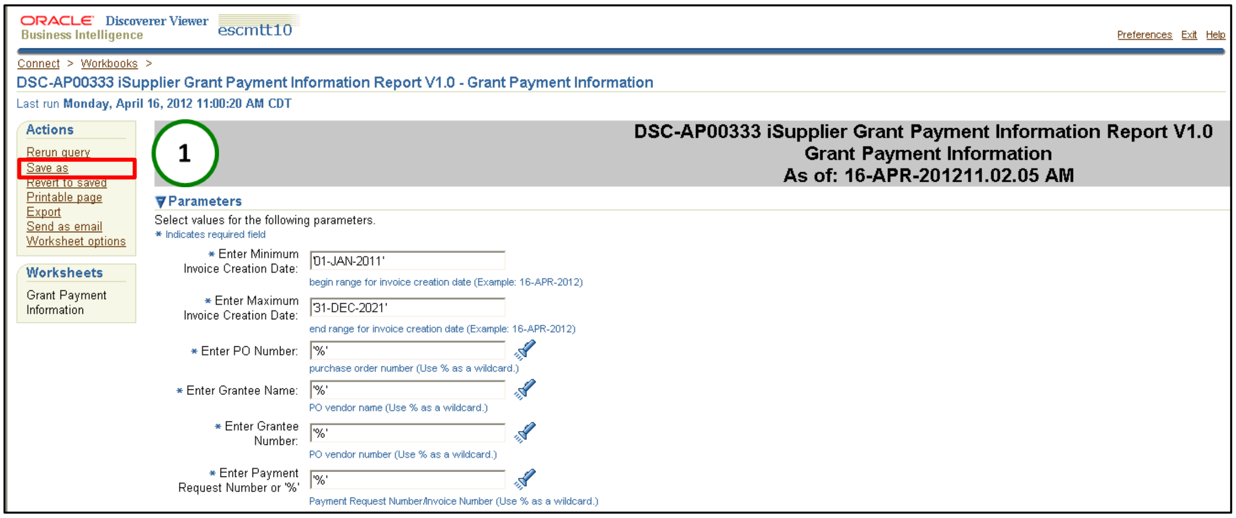
1.5 Saving a Worksheet

If you made changes to a worksheet (e.g. you have re-sorted data or repositioned worksheet items), you can save these changes. If you are logged in to Discoverer Viewer as the owner of the workbook that contains the worksheet, you can overwrite the original worksheet. If you are not logged in as the owner of the workbook that contains the worksheet, you can save a copy of the worksheet. Discoverer prompts you to save the changes you have made or discard the changes.

To save a worksheet:

1. Display the worksheet that you want to save. If you own the worksheet or to save with a different workbook name, select the **Save** or **Save As** links.

2. To apply changes, select **Apply.**



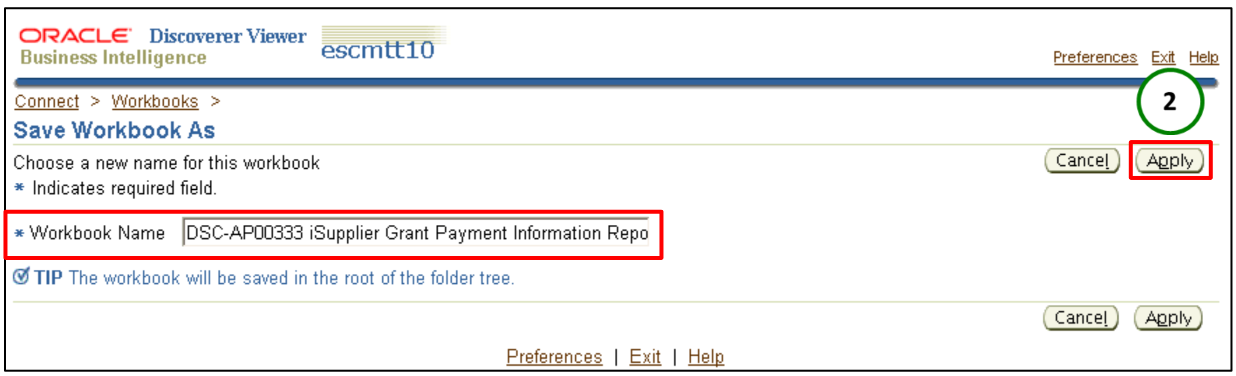


Image 1-5: Saving a Worksheet

1.6 Previewing and Printing a Worksheet

You can preview a worksheet before printing to confirm that the settings in the Print Options page produce the output you expect. For example, you might want to check that margins, spacing, and set up options are correct before printing the worksheets. Please note that your previewed worksheet will be displayed as an Adobe Portable Document Format (PDF) file.

Discoverer Viewer generates either a sample PDF version of the worksheet or a full PDF version of the worksheet. The sample PDF version of the worksheet contains data that represents the first 50 rows of data. The full PDF version of the worksheet contains all rows of data.

To preview a worksheet:

1. Display the worksheet that you want to preview.

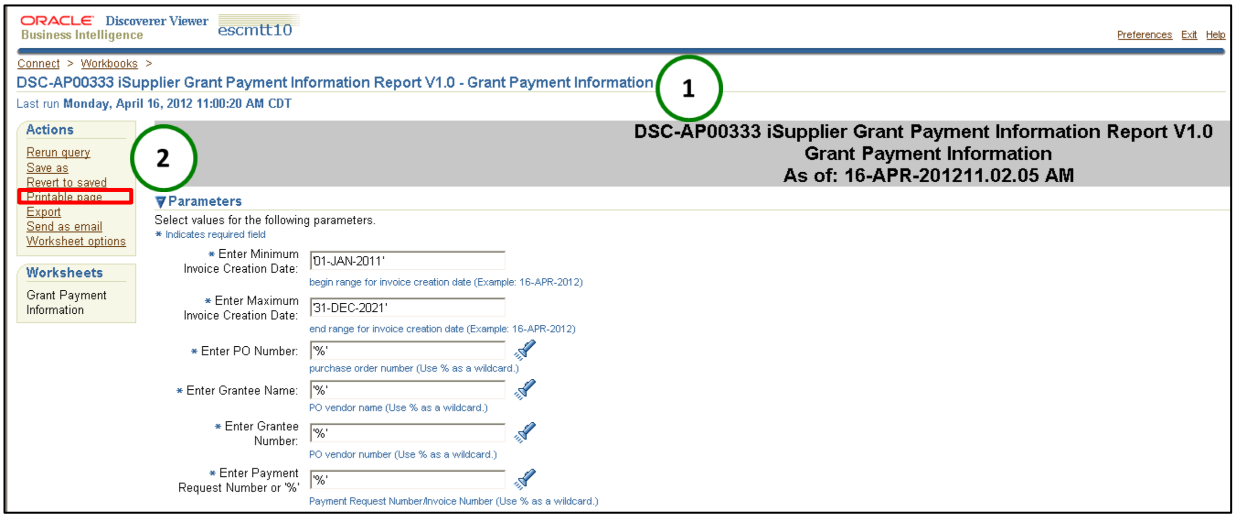
2. Select the **Printable Page** link to display the “Printable Page Options page: Content tab”.

3. (optional) Select the “**Printable Options page: Content tab**” to change the print settings, if required.

4. Select **Preview Sample** to generate a sample PDF version of the worksheet or select **Printable PDF** to display the “PDF Ready page”.

5. Select Open PDF to view sample to display the sample PDF version of the worksheet in a separate browser window.

NOTE: You can view, print, or save a copy of the sample PDF file from a separate browser window.



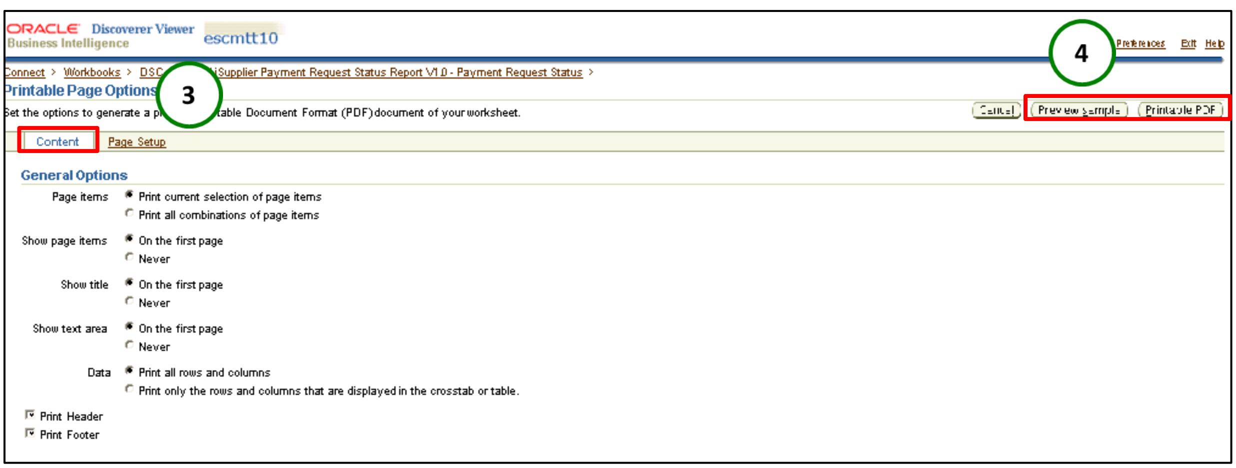


Image 1-6: Previewing and Printing a Worksheet

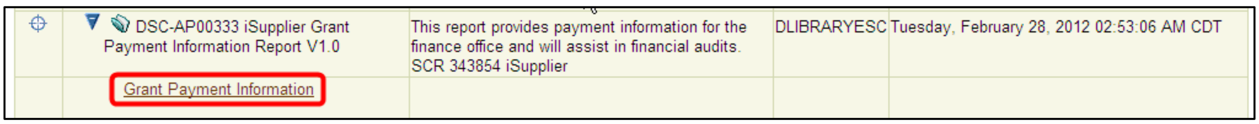
COURSE SUMMARY

You should now have a better understanding of how to use the Discoverer Viewer database. If you need assistance using the system, please call the Customer Service Center (CSC) Help Desk. Help Desk contact information can be found on the Delphi eInvoicing System website.

APPENDIX A: GRANT PAYMENT INFORMATION REPORT

The Grant Payment Information Report provides payment information for the finance office and will assist in financial audits. This report displays invoices entered in the Delphi eInvoicing System, lists the PO line they are matched to as well as the fund and program code located on the PO line. It also lists the payment batch and confirmation dates once the invoice is paid and confirmed.

To launch the report from Discoverer Viewer, select the **Grant Payment Information** link.



To run the report, enter search criteria into the parameters field as shown below:

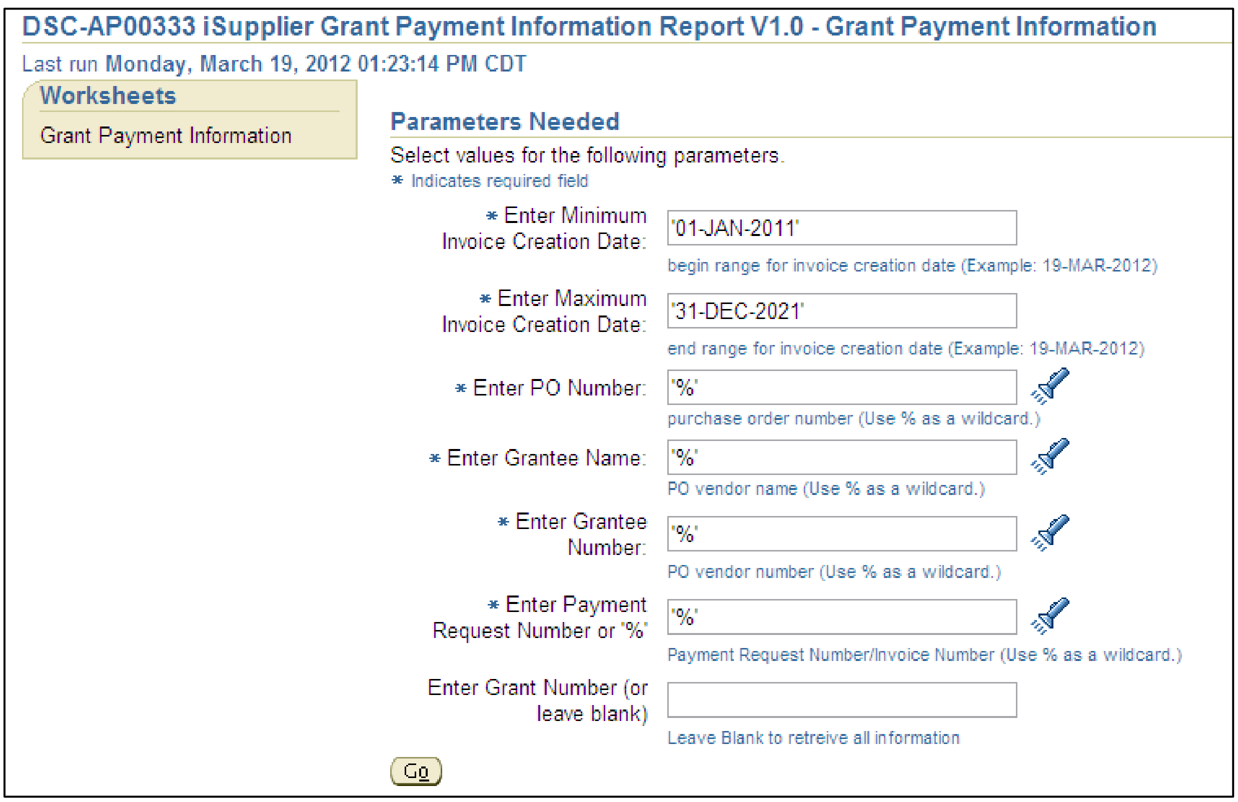


Image 1-7: Appendix A (Search Parameters)

Available search parameters are:

- **Enter Minimum Invoice Creation Date** - This field searches for invoices with an invoice date that is greater than the date entered in this field
- **Enter Maximum Invoice Creation Date** – This field searches for invoices with an invoice date that is less than the date entered in this filed

  Note: These fields will default with dates that will return all invoices. If you do not wish to narrow the list of results by date, leave the default dates as-is

- **Enter PO Number** - This field searches for invoices matched to the PO number entered in this field. By default this field contains a wildcard '%'
- **Enter Grantee Name** - This field searches for invoices submitted by the grantee name entered. The grantee name is synonymous with the Delphi supplier name
- **Enter Grantee Number** – This field searches for invoices submitted by the grantee number. The grantee number is synonymous with the Delphi supplier number. Each unique supplier name in Delphi has a unique Delphi-generated supplier number
- **Enter Payment Request Number or '%'** – This field searches for a particular invoice by entering the invoice number (synonymous with the payment request number). By default this field contains a wildcard '%'
- **Enter Grant Number (or leave blank)** - This field searches for invoices that are matched to a PO that contains the entered Grant Number on the PO header. The grant number must be on the PO header in Delphi in order to return any results

After search parameters are entered, a results table will display, containing a record for each invoice line that meets the parameters. Please note that invoices will have a line for every PO distribution they are matched against.

Result table categories are as follows:

- **Grant Number** – The grant number is the number entered on the purchase order in Delphi
- **PO Number** – The purchase order number is the number used to match the invoice line
- **Grantee Name** – The grantee name is the Delphi supplier name for the grantee who submitted the invoice
- **State** – The state code is derived from the address on the supplier site listed on the purchase order
- **Grantee Number -** The grant number is the Delphi supplier number for the grantee who submitted the invoice
- **Treasury Symbol** – The Treasury symbol corresponds with the line of accounting contained in the PO distribution

- **Program Code** – The BPAC is a program code that corresponds with the line of accounting contained in the PO distribution
- **Payment Request Number** – The payment request number is the invoice number entered by the grantee
- **Payment Request Line Number** - The payment request line number is the invoice line number that is referred to in this record
- **Amount Paid** – The amount paid will populate with the invoice amount once it is paid. Invoice is always paid in full, so this amount will always be either $0.00 or the full invoice amount
- **Confirmed Payment Date** – The confirmed date is the date the Department of Treasury confirmed that the payment file was received
- **Payment Method** – The payment method displays the payment method for the invoice, i.e. EFT or Check
- **Payment Request Amount** – The payment request amount is the total for the invoice line in the record
- **Payment Request Line Amount** – The payment request line amount is the total for the invoice line in the record
- **Payment Request Distribution Description** – The payment request distribution description is the invoice description created by the grantee
- **Supplier Site Name** - The supplier site name is the name displayed on the PO this invoice line

APPENDIX B: ISUPPLIER PAYMENT REQUEST STATUS REPORT

The iSupplier Payment Request Status Report provides information on the status of the invoice and invoice header level information. This report also contains two (2) “drilldown” reports. After running the first report, there will be a link to drill down on the invoice number to the Payment Request Notification Report, which contains the approval and notification history for the invoice. The top level report must be run first in order to run the drill down report. The second drilldown will be on the Grantee Requestor field, which will drilldown to the Payment Request Contact Information report.

To launch the report, select the top link that says “**Payment Request Status**”. **NOTE**: Do not select the bottom links as they can only be run as drilldown reports after the first report is run.

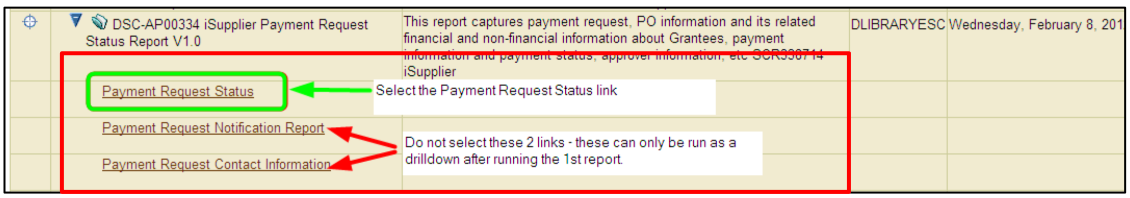


Image 1-8: Appendix B (Payment Request Status)

To run the report, enter the following search criteria into the parameters fields:

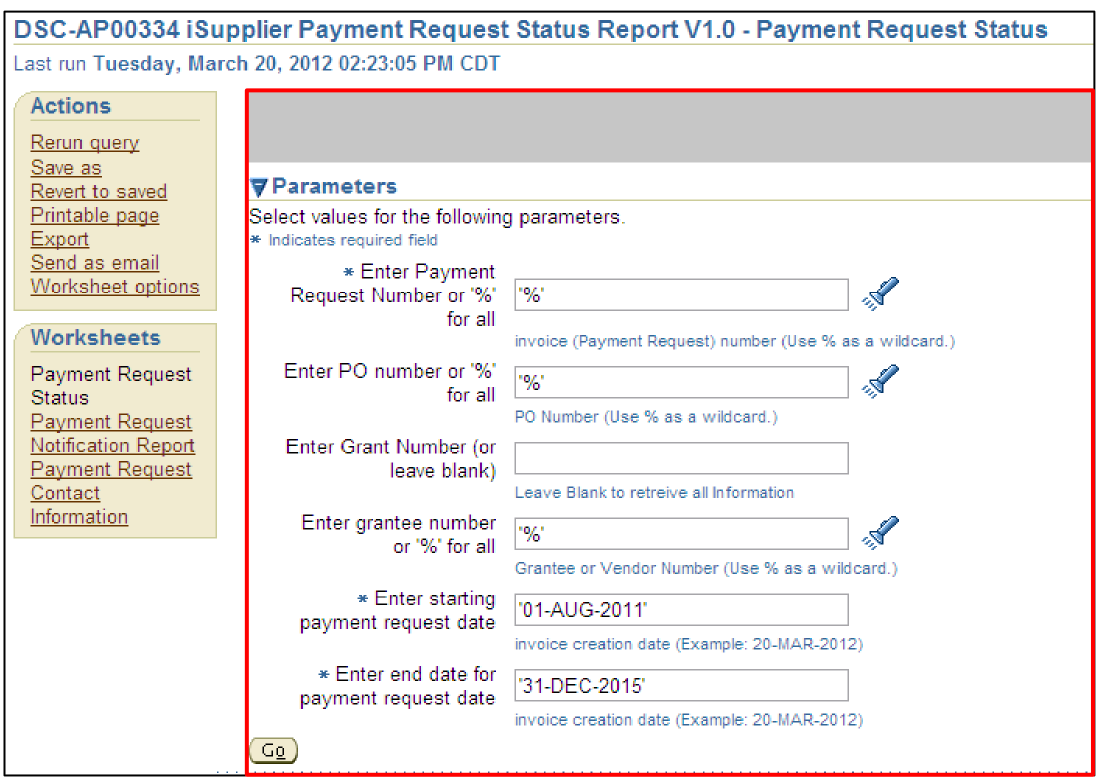


Image 1-9: Appendix B (Search Parameters)

Available search parameters are:

- **Enter Payment Request Number or '%'** – This field searches for a particular invoice by entering the invoice number (synonymous with the payment request number). By default this field contains a wildcard '%'
- **Enter PO Number** - This field searches for invoices matched to the PO number entered in this field. By default this field contains a wildcard '%'
- **Enter Grant Number (or leave blank)** - This field searches for invoices that are matched to a PO that contains the entered Grant Number on the PO header. The grant number must be on the PO header in Delphi in order to return any results
- **Enter Grantee Number** – This field searches for invoices submitted via a grantee number. The grant number is synonymous with the Delphi supplier number. Each unique supplier name in Delphi has a unique Delphi-generated supplier number
- **Enter starting payment request date** - This field searches for invoices with an invoice date that is greater than the date entered in this field
- **Enter end date for payment request date** - This field searches for invoices with an invoice date that is less than the date entered in this filed

Note: This field will default with dates that will return all invoices. If you do not wish to narrow the list of results by date, leave the default dates as-is.

After search parameters are entered, a results table will display containing a record for each invoice that meets the parameters. **NOTE**: This report provides the status for the entire invoice. Invoice line detail will not be provided on this report.

Result table categories are as follows:

- **Payment Request Number** – The payment request number is the invoice number entered by the grantee
- **Grantee Requestor** – The grant requestor is the name of the person who submitted the invoice
- **Payment Request Date** -The payment request date is the invoice date entered by the grantee
- **Grantee Name** – The grantee name is the Delphi supplier name for the grantee who submitted the invoice
- **State** – The state code is derived from the address on the supplier site listed on the purchase order
- **Grant Number** – The grant number is the number that has been entered on the purchase order in Delphi
- **PO Number** – The purchase order number is synonymous with the grant number
- **Payment Request Status -** The payment request status provides the current status of the invoice. Payment status includes:

- **Pending Approval –** An invoice or credit memo submitted but not yet fully approved
- **Approved Pending Payment** – An invoice that has been fully approved but not yet paid
- **Paid** – An invoice that has been fully approved and paid
- **Approved Pending Offset –** A credit memo that has been approved but not yet offset with an invoice
- **Fully Offset –** A credit memo that has been approved and offset with an invoice
- **Status Date –** The date the status was last changed

- **Payment Request Amount** – The payment request amount is the invoice total
- **Scheduled Payment Date –** The scheduled payment date is the day the invoice is scheduled to pay by in Delphi, provided it is fully approved
- **Payment Status –** The payment status describes if the payment is Paid or Unpaid
- **Amount Paid –** The amount paid is the amount paid on the invoice. Invoice are not partially paid in Delphi, so this amount will always be either 0.00 or show the full invoice amount once paid
- **Payment Batch Number –** The Payment Batch Number (also called the Payment Schedule Number) will be null until the invoice is paid
- **Confirmed Payment Date** – The confirmed payment date is the date that the Department of Treasury confirmed that the payment file was received
- **DUNS Number –** The DUNS number is derived from the Supplier Site for this invoice

Drilldown Reports

In order to get more information on the approval and notification history of an invoice, there is a drilldown report available called the **Payment Request Notification Report**. To access this report after first running the iSupplier Payment request Status report, select the blue arrow in the Payment Request Number (invoice number) field.

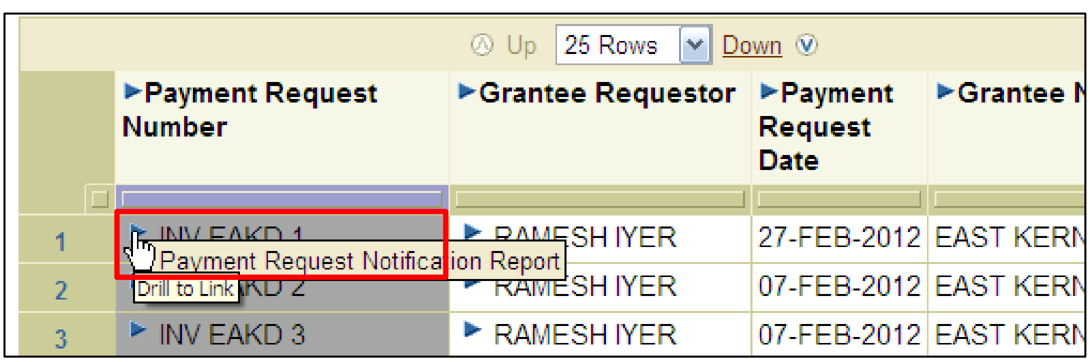


Image 1-10: Appendix B (Payment Request Notification Report)

Selecting the blue arrow will display the drilldown report, **Payment Request Notification Report**. The drilldown report will run automatically. After it runs, enter the **Invoice ID** parameters and select **Go.**

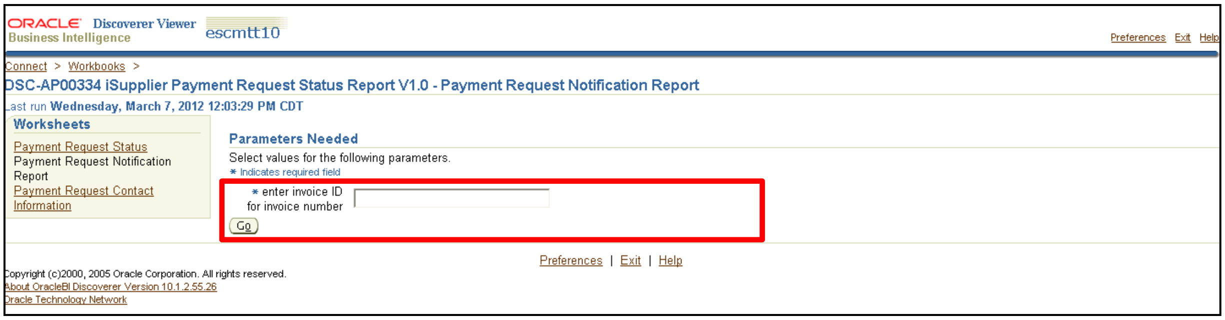


Image 1-11: Appendix B (Invoice ID Field)

The records resulting from this query are all related to a single approval or notification for the invoice that was selected from the original report. Each record will be either a notification or an approval action.

Result table categories are as follows:

- **Payment Request Number** – The payment request number is the invoice number that was drilled down on. Only one invoice is displayed at a time in this report, so it will be repeated on every line
- **Grantee Requestor** – The grantee requestor is the name of the grantee user who submitted the invoice. Since only one invoice is displayed at a time in this report, it will be repeated on every line
- **Payment Request Date** – The payment request date is the invoice date entered by the grantee for this invoice. Since only one invoice is displayed at a time in this report, it will be repeated on every line
- **Payment Request Status –** Payment request status is the current status of the invoice. Since only one invoice is displayed at a time in this report, it will be repeated on every line
- **Status –** Status is the last date the status was changed. Since only one invoice is displayed at a time in this report, it will be repeated on every line
- **Approver Comments** – Approver comments will display comments typed in by the approver if the record is for an action type of Approved or Rejected (see the Action Type field). Comments are optional if the action is Approved but required if it is Rejected. These are the only two types of records that will contain any values in this field
- **User Name** – User name is your system user name. Only records with an action type of Submitted, Rejected, Approved, or Approval Complete will display a name in this field. For all other action types this field will be null
- **Action Date and Time** – Action date and time is the time and date the action was taken or notification was sent, depending on which this record is for

- **Action Type** – Action type displays the action taken in that record. There are 2 categories of Action Type: User Action and System Notification. The available Use Actions are:
    - **Submitted** –Submitted is the record showing when the grantee submitted the invoice
    - **Approved** – Approved is the record showing when an approver approved an invoice
    - **Rejected** – Rejected is the record showing when an approver rejected an invoice
    - **Approval Complete** – Approval complete is the record generated when an invoice has received all of the required approvals and will be sent to Delphi for processing. The User Name on this record will be the name of the last person who approved it

The available System Notifications are:

- **Approve Invoice –** Approve invoice is the record showing when a notification was sent to an approver to let them know they had an invoice to approve
- **Reminder –** Reminder is the record showing when a reminder notification was sent to an approver to let them know the invoice was still awaiting their action
- **Escalation –** Escalation is the record showing when an escalation notice was sent
- **Invoice Approved –** Invoice approved is the record showing when a notification was sent to the grantee to let them know the invoice had been fully approved
- **Invoice Rejected** – Invoice rejected is the record showing when a notification was sent to the grantee to let them know the invoice had been fully approved
- **Notify Assignment Type** – Notify assignment type displays the role to which the notification was sent, if this is a notification record. Results will be null on an action record. Possible notify assignment types are:
    - **CO** – Notification was sent to the CO identified on the PO the invoice is matched against
    - **COTR** – Notification was sent to the COTR identified on the PO the invoice is matched against
    - **ADHOC Role** – Notification was sent to multiple users at the same time, for example when there are multiple approvers at a given level or multiple people identified as escalation contacts on the hierarchy
    - **Grantee** – Notification was sent to the grantee
- **Notice Sent to Name –** Notice sent to name is the name of the user to which the notification was sent. Will be null on an action record
- **Notice Sent to Email –** Notice sent to email is the address of the user to which the notification was sent. Will be null on an action record
- **Action Date Julian –** Action date Julian is the date of the action taken in that record

To return to the main report, click the top link under the Worksheets section to the upper left corner of the screen:

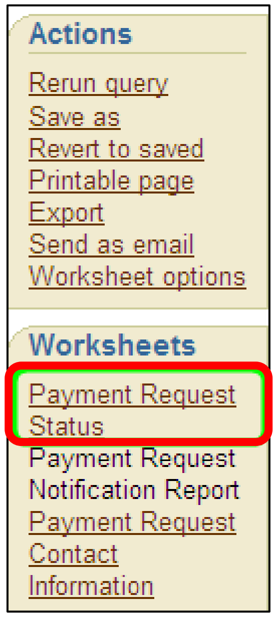


Image 1-12: Appendix B (Payment Request Status)

From the main Payment Request Status report, there is a second drilldown report that gives more information about the grantee user who submitted the invoice. To run this report, select the blue arrow in the Grantee Requestor Field and then select the link for the Payment Request Contact Information.

Image 1-13: Appendix B (Payment Request Contact Information)

Like the other drilldown report, this will run automatically. After it runs, the search parameters will display the Invoice ID as show below:

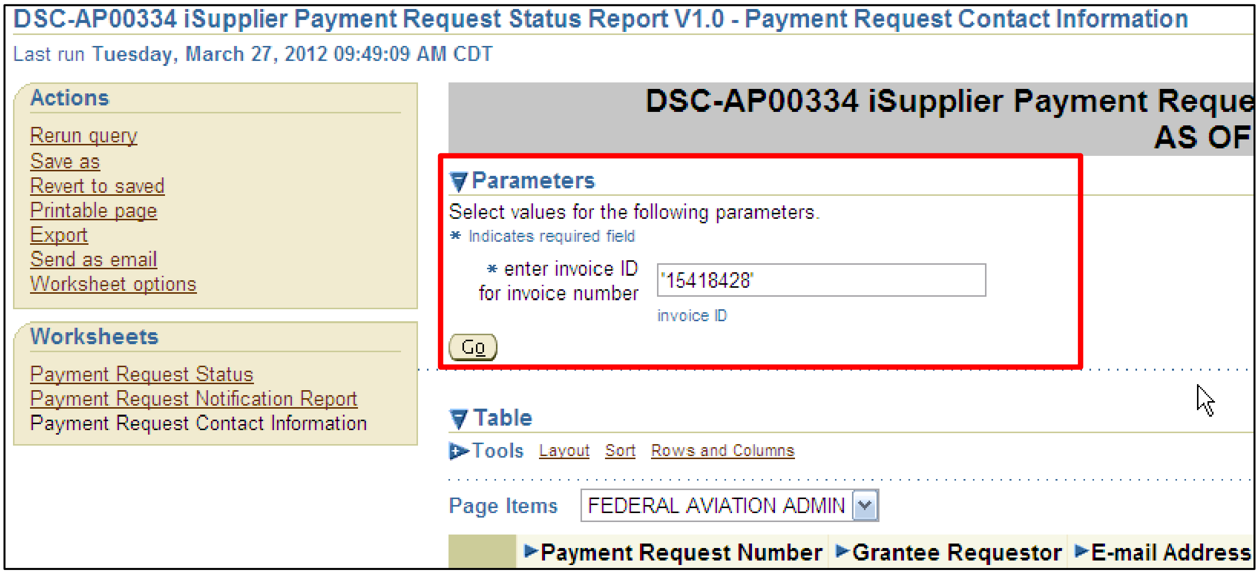


Image 1-14: Appendix B (Drill Down Search Parameters)

There is nothing else that needs to be done with this. The record resulting from this query will be information about the user who submitted the invoice.

Table result categories are as follows:

- **Payment Request Number –** Payment request number is the invoice number that was drilled-down on
- **Grantee Requestor –** Grantee requestor is the name of the grantee user who submitted the invoice
- **E-mail Address** – E-mail address is the email address of the grantee user who submitted the invoice
- **Phone Number** – Phone number is the phone number of the grantee user who submitted the invoice
- **Vendor Site Code** – Vendor site code is the Delphi supplier site code on the invoice
- **Grantee City** – Grantee city is the city from the Delphi supplier site code on the invoice
- **Grantee State** – Grantee state is the state from the Delphi supplier site code on the invoice
- **Grantee Zip Code** – Grantee zip code is the zip code from the Delphi supplier site code on the invoice

APPENDIX C: ISUPPLIER GRANTEE AVAILABLE BALANCE ON OBLIGATION REPORT

The iSupplier Grantee Available Balance on Obligation Report captures the Purchase Order (PO) balance and invoices matched against POs in iSupplier and Delphi. This report will **only** display PO distributions that have an iSupplier invoice matched against them. POs are broken down into lines, shipments (which exist within PO lines), and distributions (which exist within PO shipments). Invoice lines are ultimately matched to PO distributions.

To launch the report, select the link that says "**Grantee Available Balance**".

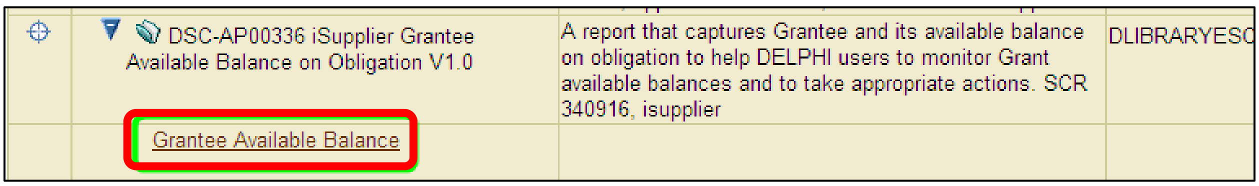


Image 1-15: Appendix C (iSupplier Grantee Available Balance on Obligation Report)

To run the report, enter criteria into the parameter fields as shown below:

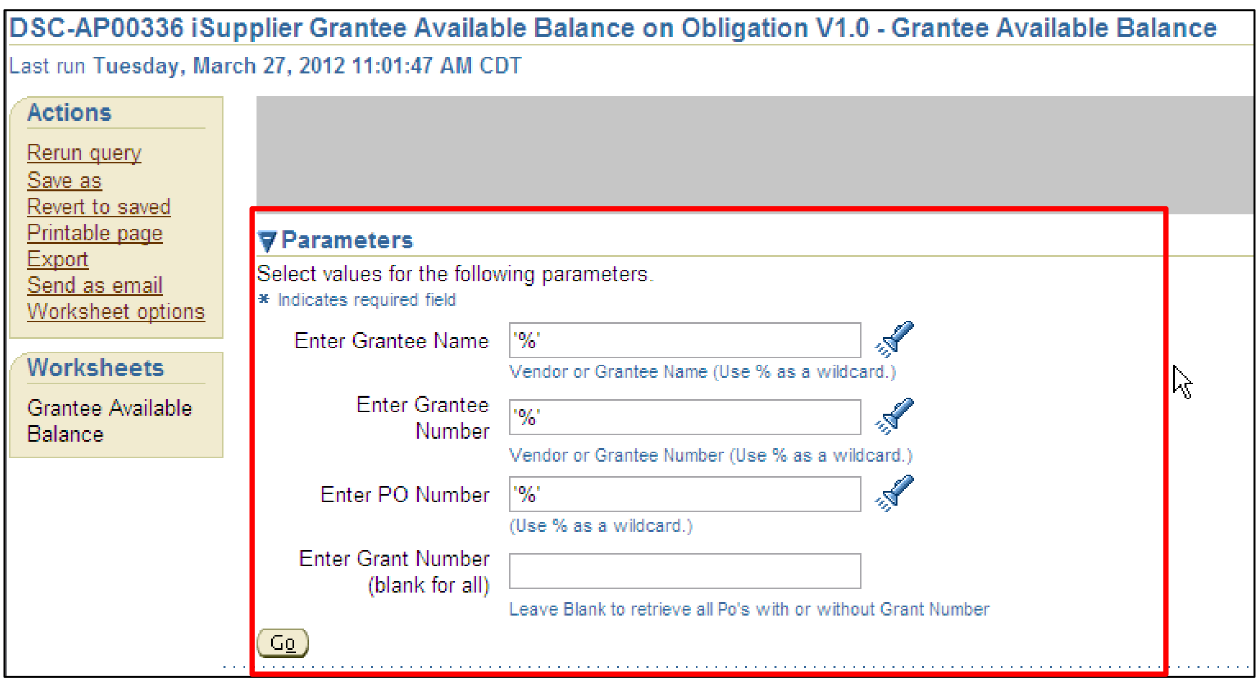


Image 1-16: Appendix C (Search Parameters)

Available search parameters are:

- **Enter Grantee Name –** Enter grantee name searches for POs by the grantee Name. This is synonymous with the Delphi vendor name. By default this field contains a wildcard '%'
- **Enter Grantee Number** – Enter grantee number searches for POs by the grantee number entered. This is synonymous with the Delphi supplier number. Each unique supplier name in Delphi has a unique Delphi-generated supplier number. By default this field contains a wildcard '%'
- **Enter PO Number** - Enter PO number searches for POs by the PO number entered in this field. By default this field contains a wildcard '%'
- **Enter Grant Number (blank for all)** - Enter grant number searches for POs that contain the entered Grant Number on the PO header. The grant number must be on the PO header in Delphi in order to return any results

The results table will contain a record for each invoice line matched to a PO distribution that meets the parameters. This report will only display PO distributions that have an iSupplier invoice matched against them. This report also contains "group sorts" – to make the report more readable, if the exact same information is the same for repeating records, it is only displayed on the first record. For instance, if multiple distributions are listed for a PO, since the Grantee Name will be the same on each record, it is only displayed on the first record. Result table categories are as follows:

- **Grantee Name –** The grantee name is the Delphi supplier name for the PO
- **Grantee Number –** The grantee number is the Delphi supplier number for the PO
- **State –** State is the code from the supplier site on the PO
- **Grant Number** - The grant number is the number on the PO. There will only be a grant number if one has been entered on the purchase order in Delphi
- **PO Number –** PO number is the Delphi PO number
- **PO Creation Date –** PO creation date is the Delphi PO creation date
- **PO Line Number –** PO line number is the Delphi PO Line number for this record
- **PO Line Amount** – PO line amount is the amount obligated on the entire PO Line. This amount could be the sum of multiple PO shipments
- **PO Shipment Number** – The PO shipment number is the Delphi PO Shipment number for this record
- **PO Shipment Amount –** The PO shipment amount is the amount obligated on the entire PO shipment. This could be the sum of multiple PO distributions
- **PO Distribution Number –** The PO distribution number is the Delphi PO distribution for this record
- **PO Distribution Amount –** The PO distribution amount is the amount obligated on the PO distribution in this record
- **Payment Request Number -** The payment request number is the invoice number in this record

- **Invoice Line Number** – The invoice line number is the invoice line number for this record. If invoices are matched to multiple PO distributions, they will have multiple line numbers
- **Payment Request Line Description –** The payment request line description is the line item description from the PO line this invoice line is matched against
- **PO Available Balance in iSupplier –** The PO available balance in iSupplier is the balance for the PO as a whole that this invoice line is matched against at the time the report is run, including any invoices that are pending approval in iSupplier
- **Remaining Balance By % -** The remaining balance by percent is the percent balance of the PO total that is available at the time the report is run
- **Fund –** Fund is the fund value on the PO distribution in this record
- **PO Available Balance in Delphi –** PO available balance in Delphi is the balance for the PO as a whole that the invoice line is matched against at the time the report is run. This balance does not include any invoices that are pending approval in iSupplier
- **Project Number –** The project number is the Delphi project number from the PO distribution in this record. This will be null if there is no associated Delphi project
- **Project Task Number -** The project task number is the Delphi task number from the PO distribution in this record. This will be null if there is no associated Delphi project

APPENDIX D: ISUPPLIER PAYMENT REQUEST APPROVAL AGING REPORT

The iSupplier Payment Request Approval Aging Report displays invoices that are currently pending approval in iSupplier and shows the approver(s) they are currently assigned to as well as how long they have been assigned to that person.

To launch the report, select the link that says “**Payments**”:

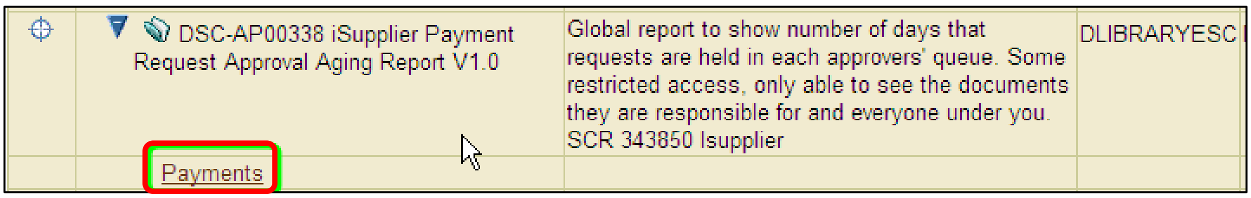


Image 1-17: Appendix D (Payments)

To run the report, enter search criteria into the parameter fields as shows below:

Image 1-18: Appendix D (Search Parameters)

The available search parameters are:

- **Enter Grantee Name –** This field searches for invoices by the grantee Name. This is synonymous with the Delphi vendor name. By default this field contains a wildcard '%'
- **Enter Grantee Number** – This field searches for invoices by the grantee number entered. This is synonymous with the Delphi supplier number. Each unique supplier name in Delphi has a unique Delphi-generated supplier number. By default this field contains a wildcard '%'
- **Enter Payment Request Number –** This field searches by the invoice number. By default this field contains a wildcard '%'
- **Enter PO Number –** This field searches for invoices by the Delphi PO number. By default this field contains a wildcard '%'
- **Days of Escalation (> and =) –** This field searches for invoices with a Days of Escalation value greater than or equal to the number entered. Days of Escalation refers to how many calendar days have passed since the invoice was sent to the approver for review
- **Enter Approver Name –** This field searches for invoices by the approver to whom they have been assigned
- **Enter Grant Number (blank for all)** - This field searches for invoices that contain the entered Grant Number on the PO header. The grant number must be on the PO header in Delphi in order to return any results

The results table will contain a record for each invoice that meets the parameters. The invoice may repeat multiple times for each PO it is matched to and for each approver it is currently pending approval from, if there are more than one. Result table categories are as follows:

- **Grantee Number –** The grantee number is the Delphi supplier number for the grantee that submitted the invoice
- **Grantee Name –** The grantee name is the Delphi supplier name for the grantee that submitted the invoice
- **Payment Request Number -** The payment request number is the invoice number for this record
- **Grant Number** - The grant number is matched to the PO number. There will only be a grant number if one has been entered on the purchase order in Delphi
- **PO Number –** The PO number is the Delphi PO number that the invoice is matched against
- **Approval Notice Sent to Name –** Approval notice sent to name is the name of the approver to whom the invoice was sent for approval. If it was sent to multiple approvers, they will each appear on separate records
- **Approval Notice Sent to Email –** Approval notice sent to email is the email address of the approver to whom the invoice was sent for approval. If it was sent to multiple approvers, they will each appear on separate records
- **Payment Status –** The payment status is the current payment status of the invoice. For this report, the value will always be "Pending Approval"

- **Days of Escalation –** Days of escalation is the number of calendar days since the invoice was sent to the approver that action has not been taken on an invoice
- **Notifications Date –** Notification date is the date the invoice was sent to the approver

APPENDIX E: CREDIT REQUEST AND PERTINENT INFORMATION REPORT

This Credit Request and Pertinent Information Report displays the PO number/Projects associated, the amount of the credit, the timeframe remaining before the credit is posted as a receivable, and the grantee contact information.

To launch the report, select the "Credit Request Information" link.

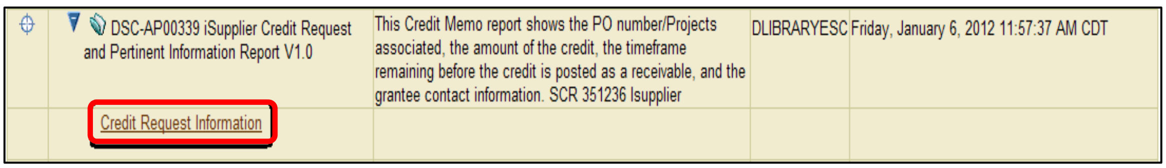


Image 1-19: Appendix E (Credit Request Information)

To run the report, enter search criteria into the parameter field as shown below:

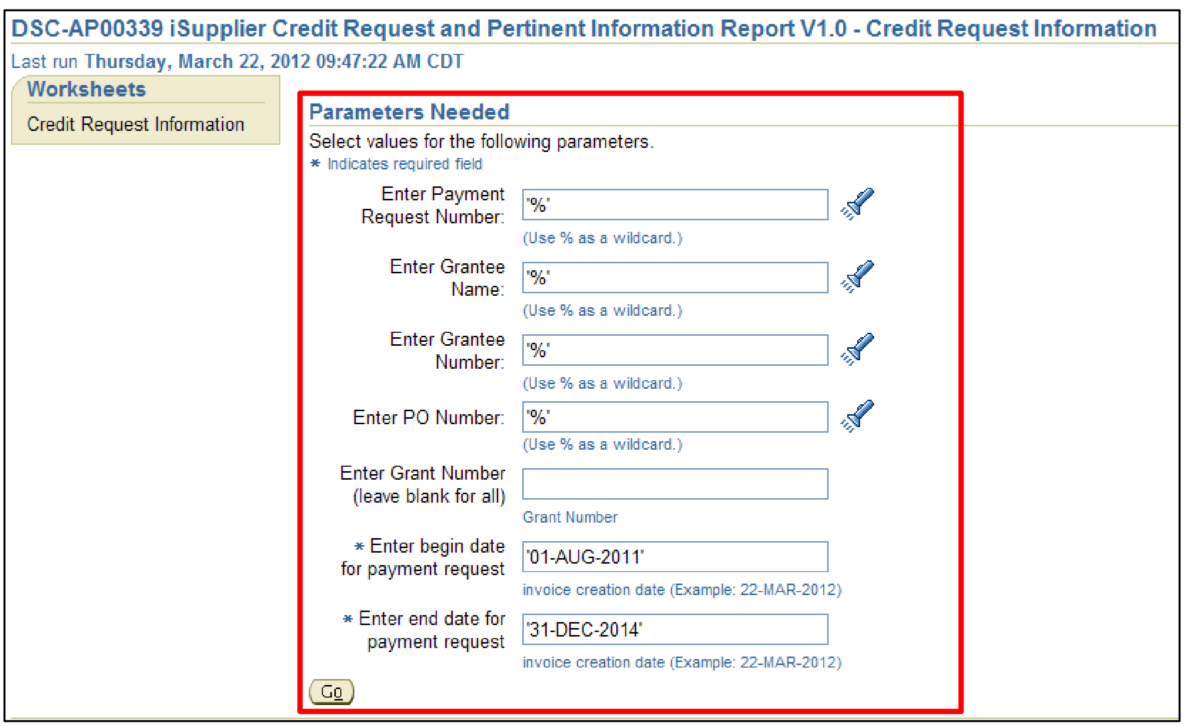


Image 1-20: Appendix E (Search Parameters)

The available search parameters are:

- **Enter Payment Request Number or '%** – This field searches for a particular invoice by entering the payment request number (synonymous with the invoice number). By default this field contains a wildcard '%'
- **Enter Grantee Name or %** – This field searches for invoices submitted by the grantee name entered. This is synonymous with the Delphi supplier name. By default this field contains a wildcard '%'
- **Enter Grantee Number or %** – This field searches for invoices submitted by the grantee number entered. This is synonymous with the Delphi supplier number. Each unique supplier name in Delphi has a unique Delphi-generated supplier number. By default this field contains a wildcard '%'
- **Enter PO Number or %** – This field searches for invoices matched to the PO number entered in this field. By default this field contains a wildcard '%'
- **Enter Grant Number (or leave blank)** – This field is a unique number used to identify a grant or leave blank for all available grant numbers. Grant number must be on the PO header in Delphi in order to return any results
- **Enter begin date for payment request** – This field searches for invoices with an invoice date that is greater than the date entered in this field
- **Enter end date for a payment request** – This field searches for invoices with an invoice date that is less than the date entered in this filed

Result table categories are as follows:

- **Payment Request Number** – Payment request number is the invoice number entered by the grantee
- **Payment Request Date** - Payment request date is the creation date, in iSupplier
- **Payment Request Type** – Payment request type is the credit memo type
- **Reason for Credit Request** – Reason for credit request includes notes enter by the grantee during Credit Memo submission
- **Grant Number** - Grant number is the number on the purchase order that the invoice line is matched against. There will only be a grant number if one has been entered on the purchase order in Delphi
- **PO Number** – PO number is the DELPHI PO number
- **Project Number** – Project number is associated to the PO number
- **Task Number** - Project task number is associated with a project
- **Amount** – Amount is the amoung of credit request
- **Days Pending** – Days pending is the timeframe remaining before the credit is posted as a receivable

- **Grantee Name** – Grantee name is the Delphi supplier name for the grantee who submitted the invoice
- **Grantee Number** – Grantee number is the Delphi supplier number for the grantee who submitted the invoice
- **State** – State is the code from the address on the vendor site listed on the purchase order
- **Grantee Requestor** – Grant requestor is the grantee who submitted the payment request name
- **Submitted By** – Submitted by is the grantee's email address
- **Phone Number** – Phone number is the grantee's phone number

APPENDIX F: ISUPPLIER GRANT AND PERTINENT INFROMATION REPORT

The iSupplier Grant and Pertinent Information Report captures financial and non-financial information of Grants, including Grant number, Grant Amount Paid, Last Payment Request Date, Last Payment Request Amount etc. This report also captures project information such as Project Task Number, Project Status, Project Description and the Project Expiration Date.

To launch the report, select the **Grant Information** link. **NOTE**: Do not select the bottom link; it should only be run as a drilldown report after the first report is run.

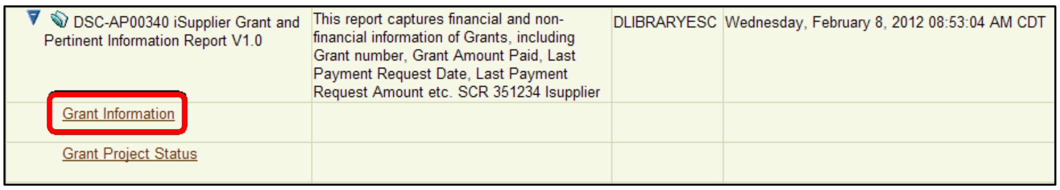


Image 1-21: Appendix F (Grant Information Report)

To run the report, enter search criteria into the parameters field as shown below:

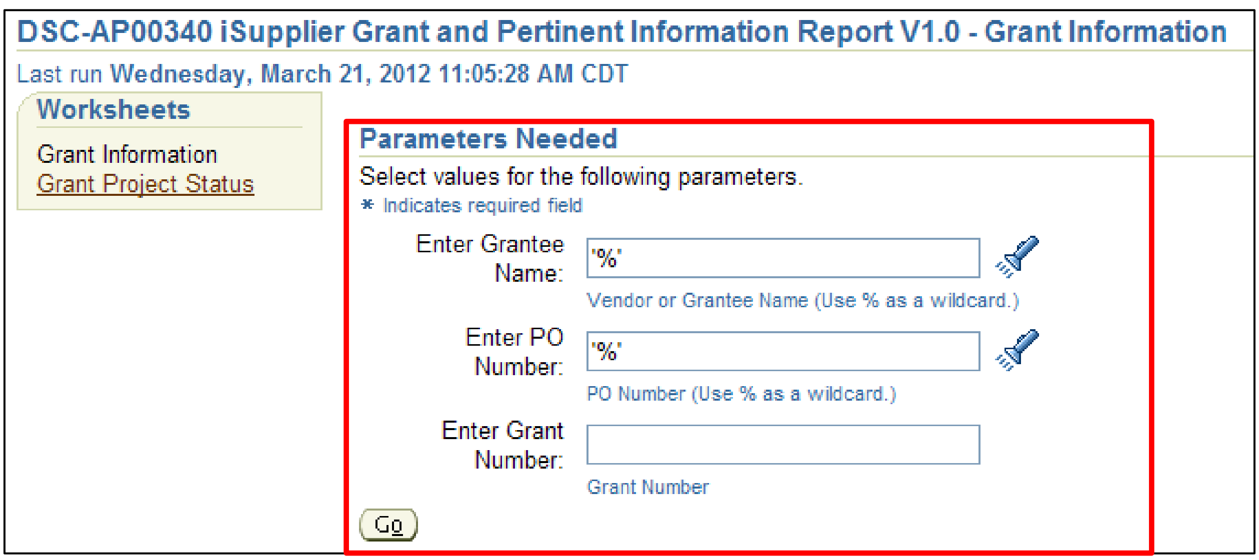


Image 1-22: Appendix F (Search Parameters)

Available search parameters are:

- **Enter Grantee Name** – This field searches for Supplier/vendor name or default '%' wildcard
- **Enter PO Number** – This field searches for PO number or default '%' wildcard

- **Enter Grant Number** – This field searches for grant number or leave blank

Result table categories are as follows:

- **Grant Number** – Grant number is the unique identifier for a grant
- **City** – City is the city listed on the PO
- **PO Number** – PO number is the Delphi PO number/Supplier number
- **PO Status** – PO status is the status of the PO { Open, cancelled, closed, Approved, etc }
- **PO Line Description** – PO line description identifies the PO line
- **PO Line Number** – PO line number identifies the PO line number
- **PO Line Amount** – PO Line Amount identifies the PO line amount
- **PO Shipment Number** – PO Shipment Number
- **PO Shipment Amount** – PO Shipment Amount
- **PO Distribution Number** – PO Distribution Number
- **PO Distribution Amount** –PO Distribution Amount
- **Project Number** – Project number is the Delphi Project Number
- **Fund** - Fund is the segment value in AFF
- **Budget Year** – Budget year is the segment value in AFF
- **BPAC** – BPAC is the segment value in AFF
- **Organization** – Organization is the segment value in AFF
- **Object Class** - Object Class is the segment value in AFF
- **SGL Account** – SGL is the segment value in AFF
- **Grantee Name** - Grantee Name is the Supplier/Vendor name
- **State** – Identifies the Grantee's state (from supplier site on PO)

To run the Grant Project Status Report, select the icon next to a **Project Number** you want to know the status of. Select **Grant Project Status** to run.

PO Line Number	PO Line Amount	PO Shipment Number	PO Shipment Amount	PO Distribution Number	PO Distribution Amount	Project Number	Fund	Budget Year	BPAC
1	28,500.00	1	28,500.000	1	28,500.00		1208100100	2010	0G77000000
2	12,104.00	1	12,104.000	1	12,104.00		1208100100	2010	0G77000000
1	421,339.00	1	421,339.000	1	421,339.00		1208100100	2010	0G77000000
12	163,000.00	1	163,000.000	1	163,000.00	[illegible] Grant Project Status	1238800110	2011	1R719AF000
14	450,000.00	1	450,000.000	1	450,000.00	1211WA5351	12382A0110	2011	1FJF1A08D0
16	250,000.00	1	250,000.000	1	250,000.00	1211WA091116	1238800110	2011	1R719AF000
17	30,000.00	1	30,000.000	1	30,000.00	1211WA091116	1238800110	2011	1R719AF000
5	170,000.00	1	170,000.000	1	170,000.00	1210WA081110	1228800100	2011	0RJP8AA000
9	135,133.00	1	135,133.000	1	135,133.00	1210CT062111	1228800100	2010	0RJP6BC000
9	50,000.00	1	50,000.000	1	50,000.00	1211CT066110	1238800110	2011	1RJP6FA000
2	193,446.00	1	193,446.000	1	193,446.00	1211CT065110	1238800110	2011	1RJP6EA000
1	487,684.00	1	487,684.000	1	487,684.00	1209CT065110	1218800090	2010	9RJP6EA000

Image 1-23: Appendix F (Grant Project Status)

Result table categories are as follows:

- **Grantee Name** – The grantee name is the Supplier/Vendor Name
- **Grantee Number** – The grantee number is the Supplier/Vendor Number
- **Project Number** – The project number is the Delphi Project Number
- **Project Task Number** – The project task number is the Delphi Project Task Number
- **Project Status Code** – The project status code is the Project Status Code
- **Project Description** – The project description describes the project
- **Project Expiration Date** – The project expiration date is the date the project expires

APPENDIX G: ISUPPLIER FEDERAL AID TO STATE PAYMENT DISBURSEMENT REPORT

The iSupplier Federal Aid to State Payment Disbursement Report is used to track federal aid payment disbursement to states/territories.

To launch, select the **Payment Disbursement** link.

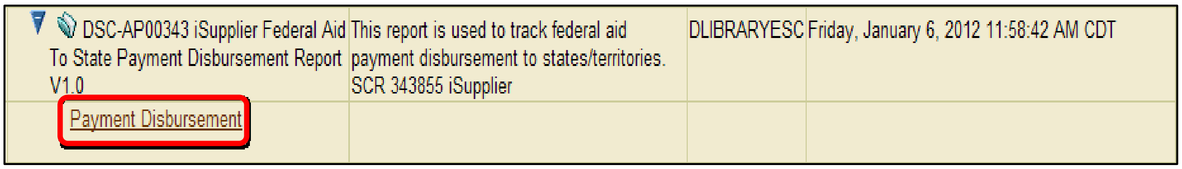


Image 1-24: Appendix G (Payment Disbursement)

To run the report, enter search criteria into the parameters field as shown below:

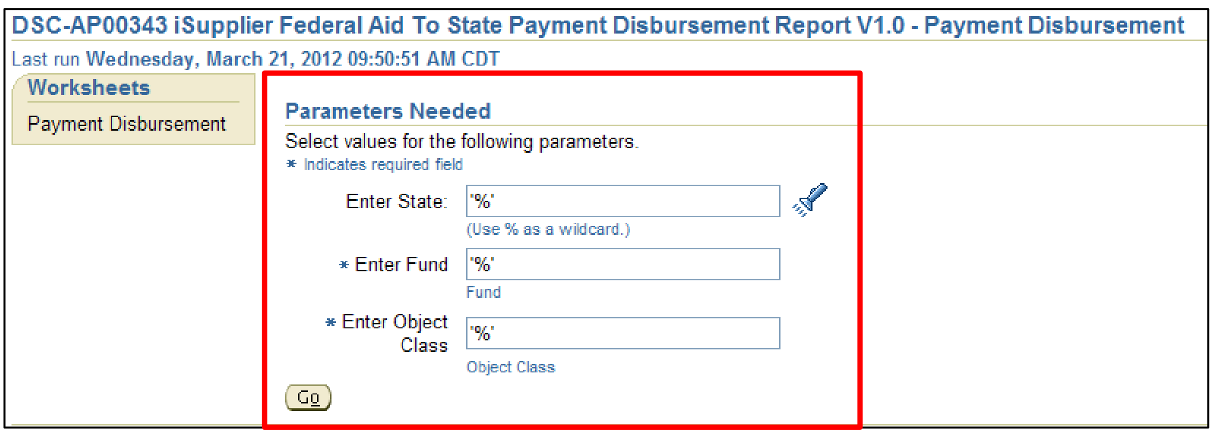


Image 1-25: Appendix G (Search Parameters)

Available search parameters are:

- **Enter State** – This field is pre-populated with '%' wildcard. To narrow search, enter a state code (CA, TX, etc.)
- **Enter Fund** – This field is pre-populated with '%' wildcard. To narrow search, enter a Fund code
- **Enter Object Class** – This field is pre-populated with '%' wildcard. To narrow search, enter an Object Class

Result table categories are as follows:

- **Fund** – Fund is the fund value segment in the Accounting Flex Fields (AFF)
- **Fund Description** - Fund description describes the fund code
- **Budget Year** - Budget Year is the segment in AFF
- **BPAC** - BPAC is the segment in AFF
- **Organization** - Organization is the segment in AFF
- **Object Class** - Object Class is the segment in AFF
- **SGL Account** - SGL is the segment in AFF
- **State** – State describes the name of state
- **Obligated** – Obligated is the approved PO balance
- **Expended** – Expended is the total amount matched against PO
- **Balance** – Balance is the difference between obligated and expended amounts
- **% Expended** - % of expended balance over the obligated balance
- **Total by State**
    - Total Obligated by State
    - Total Expended by State
    - Total Balance by State
- **Grant Total** –
    - Grand Total Obligated to States
    - Grand Total Expended to States
    - Grant Total Balance for States

APPPENDIX H: ISUPPLIER GRANTEE WITH PERTINENT INFORMATION REPORT

The iSupplier Grantee with Pertinent Information Report is used to display non-financial information about Grantees, including contact information, approving office name, state, etc.

To launch, select the Grantee and Pertinent Information link.

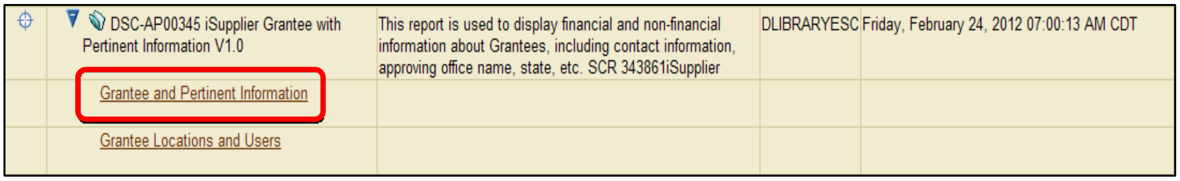


Image 1-26: Appendix H (Grantee and Pertinent Information)

To run the report, enter search criteria into the parameters field as shown below:

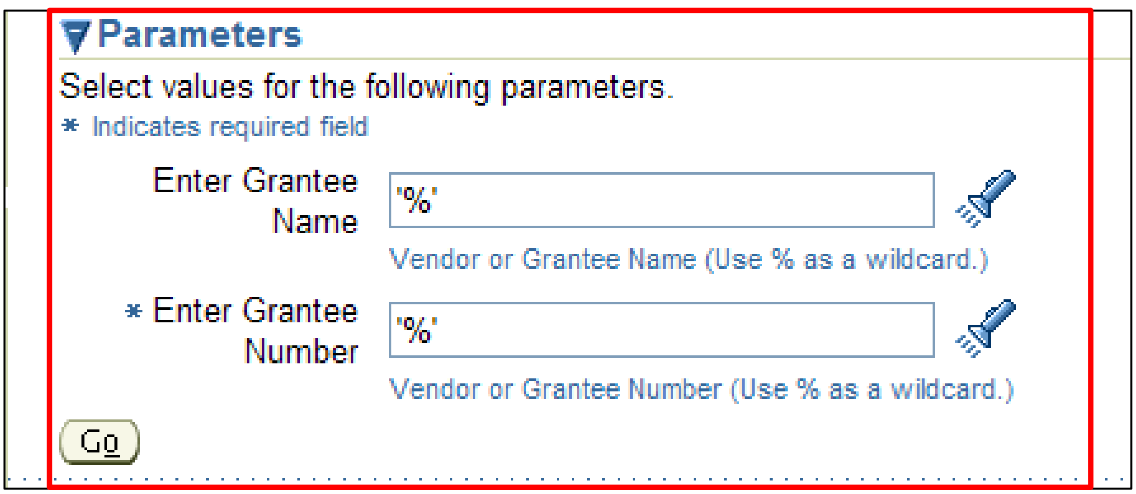


Image 1-27: Appendix H (Search Parameters)

Available search parameters are:

- **Grantee Name** or '%' as a wildcard
- **Grantee Number** or '%' as a wildcard
- **Grantee Location** –The grantee location is the Delphi Supplier site name
- **Location Address**- The location address is the physical address from Delphi supplier site
- **Location City**- The location city is the physical address from Delphi supplier site
- **Location State**- The location state is the physical address from Delphi supplier site
- **Location Zip Code**- The location zip code is the physical address from Delphi supplier site

- **Status at Site Level**- The status at the site level is the grantee Status in DELPHI at site level, such as active, on hold, inactive. There could be multiple sites. There would be a status for each site
- **Site Inactive on Date**- If it is inactive, there will be a date. If it is blank, it means it is active.
- **Status at Header Level**- Status at header level is the grantee status in DELPHI at header level, such as active, on hold, inactive
- **Header Inactive on Date**- If it is inactive, there will be a date. If it is blank, it means it is active
- **State**- State is grantee's state
- **Duns Number**- Duns number is the number from Delphi Supplier site, if one has been entered

Drilldown Reports

The Grantee Location and Users report will display Grantee contact information and location.

To run a drilldown report, select the icon " "next to **Grantee Location** to run the Grantee contact information and location for a particular grantee.

Enter search criteria into the parameters field as shown below:

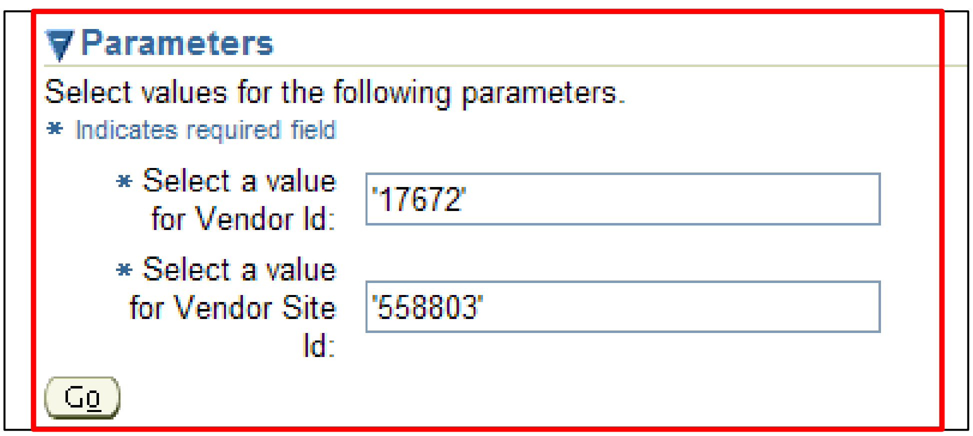


Image 1-28: Appendix H (Search Parameters-Grantee Location)

Available search parameters are:

- **Select a value for Vendor Id-**This field is auto populated based on previous drill down. There is no need to change this value
- **Select a value for Vendor Site Id-** This field is auto populated based on previous drill down. There is no need to change this value

Result table categories are as follows:

- **Grantee Name**-The grantee name is the Delphi supplier name
- **Grantee Number**-The grantee number is the Supplier number in DELPHI
- **Grantee User** –The grantee user is the name of the grantee user (From Supplier Contacts)
- **E-mail Address**-The e-mail address is the grantee's e-mail address
- **Phone Number**-The phone number is the grantee's phone number

APPENDIX I: ISUPPLIER APPROVAL HIERARCHY REPORT

The iSupplier Approval Hierarchy Report will display the setup for hierarchies. There are multiple ways to search for hierarchies, the most common of which will be by PO Group. This report also has multiple layers. The top layer is to look up the PO Group for a given PO number if it is not known. The link to run this report is titled "**PO Group Lookup**". When that report runs, it will display the PO Group for the entered PO and will have an option to drilldown on that PO Group and run the "Approval Hierarchies" report based on it. **NOTE**: If the PO Group is already known or to run the report by different criteria, select the "Approval Hierarchies" link instead.

Drilldown Reports

To launch, select the **PO Group Lookup** link.

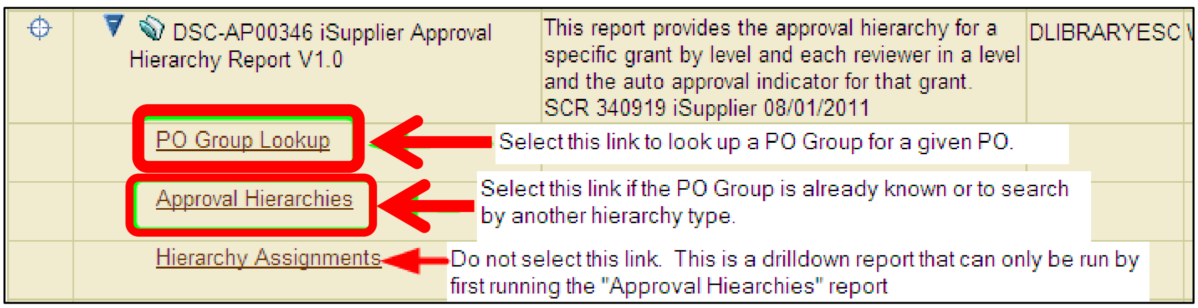


Image 1-29: Appendix I (PO Group Lookup)

To run the report, enter search criteria into the parameters field as shown below:

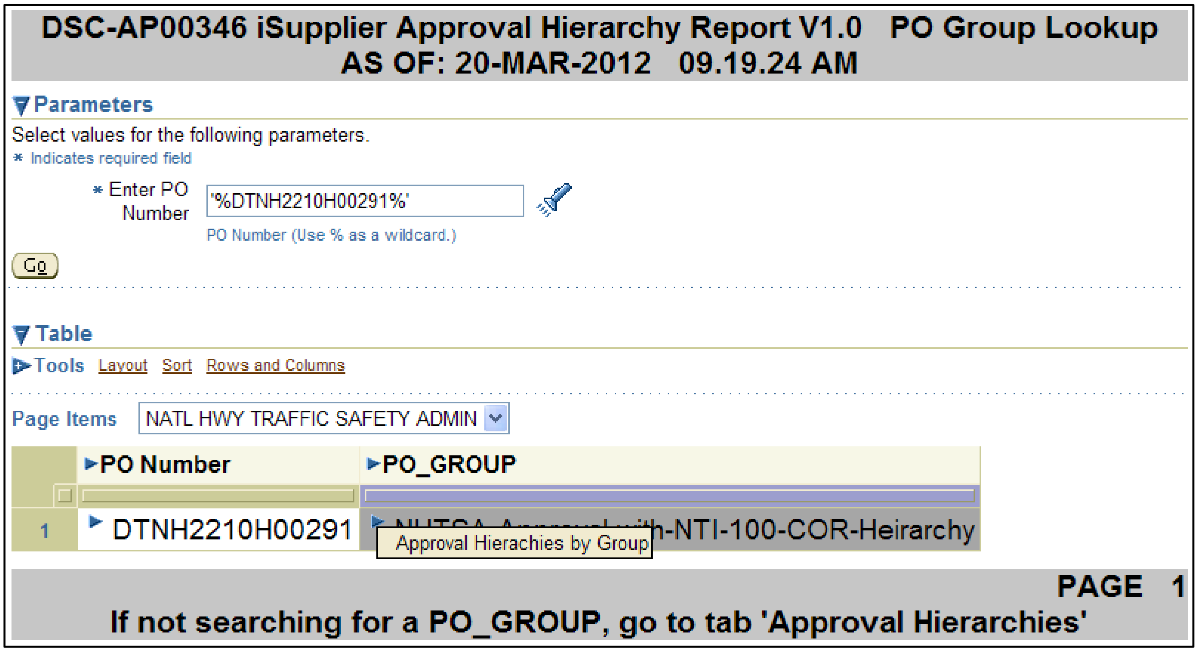


Image 1-30: Appendix I (Approval Hierarchies by Group)

Available search parameters are:

- **Enter PO Number** – This field searches for invoices matched to the PO number entered in this field. By default this field contains a wildcard '%'

The results will contain the PO Numbers that match the parameters as well as the PO Group they are assigned to, if any. If the PO is assigned to a PO Group, the hierarchy for that PO Group can be found by clicking the blue triangle in the field with the PO Group value and selecting the "Approval Hierarchies by Group" link, as shown above. This will automatically run the **Approval Hierarchies** Report based on the PO Group selected.

Approval Hierarchies report shows the Hierarchy Name and general hierarchy information, such as Escalation Days and Start and End date of the Hierarchy.

To run, enter search criteria into the parameters field as shown below:

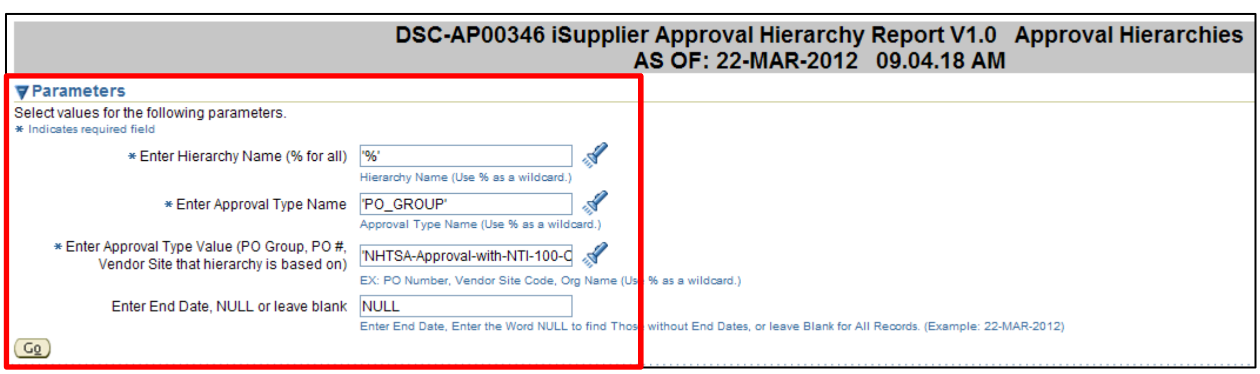


Image 1-31: Appendix I (Approval Hierarchies Report)

The available search parameters are:

- **Enter Hierarchy Name** – This field searches for hierarchies by hierarchy name (Use % as a wildcard). The hierarchy names are created by the agencies when they submit a hierarchy change request to ESC
- **Enter Approval Type Name** – This field searches for hierarchies by approval type name (Use % as a wildcard). The available approval type names are:
    - **PO_GROUP** – POs can be assigned to groups. The name of that group must be entered on the PO Header in the designated field. Invoices matched against POs with a given PO Group name on their PO header will follow the hierarchy for that PO Group
    - **PURCHASE_ORDER** – A hierarchy for a specific PO. Invoices matched against that PO will follow the hierarchy for that PO
    - **PURCHASE_ORDER_LINE** – A hierarchy for a specific PO Line. Invoices matched against that PO Line will follow the hierarchy for that PO Line
    - **PURCHASE_ORDER_DISTRIBUTION** – A hierarchy for a specific PO Distribution. Invoices matched against that PO Distribution will follow the hierarchy for that PO Distribution
    - **VENDOR_SITE** – A hierarchy for a specific Vendor Site. Invoice matched against a PO with the given vendor site will follow the hierarchy for that vendor site
    - **DEFAULT_ORG –** The default hierarchy for the agency. Each agency can have only one active default hierarchy. Invoices matched against a PO that does not fall under any other hierarchy will follow this hierarchy
- **Enter Approval Type Value** – Search by PO Group, PO Number, Vendor Site, etc. – based on what the approval type is
- **Enter End Date, NULL, or leave blank -** To find only active hierarchies, leave this value as NULL. To find hierarchies that have been end dated by a given date, enter a date (Example: 19-MAR-2012)

Result table categories are as follows:

- **Hierarchy ID** – Hierarchy ID is the system ID automatically assigned to the hierarchy
- **Hierarchy Name** – Hierarchy name is the name of the Hierarchy
- **Vendor Name** – Vendor name is the Delphi Supplier Name – will only have a record if the hierarchy is set up to a Vendor Site or PO
- **Vendor Site Code** – Vendor site code is the Delphi supplier site – will only have a record if the hierarchy is set up to a Vendor Site or PO
- **Approval Type Name** – Approval type name is the method by which the approval is determined

- **Approval Type Value** – Approval type value is the value the hierarchy is attached to, based on the approval type. For instance, if the Approval Type name is PO, the Approval Type value will be a PO number
- **PO Line** – PO Line is the number for the hierarchy. This will only have a value if the approval type is PURCHASE_ORDER_LINE or PURCHASE_ORDER_DISTRIBUTION
- **PO Shipment** – PO shipment is the number for the hierarchy. This will only have a value if the approval type is PURCHASE_ORDER_DISTRIBUTION
- **PO Distribution** - PO distribution is the number for the hierarchy. This will only have a value if the approval type is PURCHASE_ORDER_DISTRIBUTION
- **Escalation Days** – Escalation days is the number of calendar days after an invoice is sent to an approver that an escalation notice will be sent if no action is taken on the invoice
- **Start Date** - Start date is the start date for the hierarchy
- **End Date** - End date is the end date of the hierarchy

Hierarchy Assignments report shows the Hierarchy Assignment details for a particular Hierarchy. It will display the username associated with each level of approval and escalation. When it runs, it will automatically enter the Hierarchy ID of the hierarchy drilled down on. This report shows all of the approvers in the hierarchy by level. By default, this report will only show those that are currently active. To show approvers that have been end dated, enter search parameters and change the value in "Enter Y" for current assignments from "Y" to "N", as shown below:

Select the icon " "next to the **Hierarchy ID** to run the Hierarchy Assignment Report.

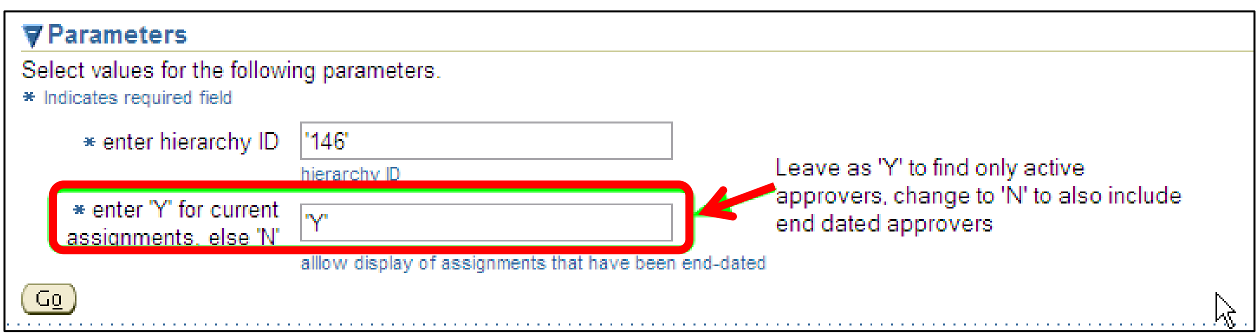


Image 1-32: Appendix I (Hierarchy Assignment Report)

Available search parameters are:

- **Enter Hierarchy ID**
- **Enter 'Y' for current assignments, else 'N' -** This field will display of assignments that have been end-dated

Result table categories are as follows:

- **Hierarchy ID** – The hierarchy ID for the hierarchy that was drilled down on. This is an automatically assigned system number
- **Level Number** - Approval hierarchy level sequence (i.e. 1, 2, 3 etc.)
- **Notify Type Name** – Notify type name is the type of user in this record. The available values are:
    - **Approver** – this user is an approver in the hierarchy
    - **Escalation –** This user will receive escalation notices for the given level if invoices sent to the approvers in the same level do not have action taken within the number of escalation days defined for the hierarchy
    - **FYI Notify –** This user will receive FYI notifications if the hierarchy is auto-approved and an individual invoice breaks the FYI Threshold percentage defined on the hierarchy
- **Assign Type Name** – This is how the user in the record was identified, The available values are:
    - **User –** The user was entered directly into the hierarchy
    - **CO –** The user is entered as the CO on the Purchase Order Line
    - **COTR –** The user is entered as the COTR on the Purchase Order Distribution
- **Assign Value Name** - Name associated with user(user id, CO, COTR)
- **FYI Notify Pct** - FYI Notification Percentage – if this is an auto approved hierarchy, this is the value, as a percentage of the total amount of the PO, that if exceeded in amount by an individual invoice will generate an FYI Notification to a designated user
- **Auto Approval Threshold Percent** – If this is an auto approval hierarchy, this is the percentage of total funds expended on the PO that, when exceeded, changes the hierarchy to be manually approved for all future invoices
- **Hierarchy Approval Type Name** - Type of Hierarchy: PO, PO Group, Default etc.
- **Hierarchy Escalation Days** - Number of Days before Pending Approval Escalations start
- **Level Start Date** - Start Date for the Level (1,2,3 etc.) of Approval
- **Level End Date** - End Date for the Level (1,2,3 etc.) of Approval
- **Assign Start Date** - Start Date that the user defined in this record is active in the hierarchy

  Assign End Date - End Date that the user defined in this record is active in the hierarchy